

Quilting Guild of The Villages Guild Secretary Duties

Agenda and Minutes

The agenda for both Guild Meetings and EBoard are developed by the President.

Once the Guild Agenda has been prepared, it is sent to Chapter Presidents and Regional Liaisons and then posted to the web by the Secretary.

Minutes are taken at each Guild (General Membership) Meeting. These occur on the first Tuesday of each month, at 7:00pm at Laurel Manor. The secretary should arrive early enough to get settled and be prepared to start minutes promptly at 7:00pm.

Once the EBoard Agenda has been prepared and sent to the Secretary by the President and the Financial Reports by the Treasurer, both are sent to Chapter Presidents. The EBoard Agenda **only** is sent to Regional Liaisons and then posted to the web by the Secretary.

Minutes are taken at each Executive Board Meeting (EBoard). These are held on the third Tuesday of each month at 2:00pm at Laurel Manor. The Secretary should arrive early enough with the name tents so members can get settled and be prepared to start taking minutes promptly at 2:00pm.

Any correspondence sent to Guild Officers, Chapter Presidents, Regional Liaisons, Committee Chairs, etc. must be sent to the email address created specifically for that position. NO personal email addresses will be used.

The Secretary is responsible for sending the minutes to qgotvweb@gmail.com for posting.

Procedures

At EBoard, the Secretary takes attendance when the President calls each Region and Chapter by name. She also records the votes reported by Regional Liaisons on behalf of their chapter(s) should a vote be in order. Minutes shall be typed on the QGOTV letterhead, along with the type and date of meeting at the top, and “respectfully submitted, typed name, Secretary, Quilting Guild of The Villages” at the bottom. Once the minutes have been typed, the draft copy is sent to the President for approval. Guild and EBoard minutes may have attachments, in which

case they should be saved as one document with the minutes to a PDF for posting on the website.

Correspondence

The Secretary is responsible for handling all communication received in the qgotvsecretary@gmail.com account. This may mean dealing with something specific to the secretary; or forwarded to another Officer or Guild Committee Chairperson; or, with the approval of the President, forwarded to the Chapter Presidents or Executive Board Members; or, a letter to the Guild in general which should either be filed with the yearly records or posted on the website.

The Secretary is responsible for finding a substitute if unable to attend a meeting where the Secretary is responsible for taking minutes.

The Secretary shall have computer abilities for communications.